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James A. Carder
Director
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MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: July 2, 2004
RE: State Agency Requests to Inactivate Organization Codes

In the SAM II Financial System when an agency attempts to correct or delete a document, the organization code that was originally coded on the document must be active. If the organization code is set to inactive or has been deleted from the current fiscal year organization code structure, the update cannot be processed. For example, if there is a fixed asset or receivable that an agency wants to modify, then the organization code on the original document must be active.

OA/Accounting receives requests from state agencies on an ongoing basis to inactivate or delete organization codes. What we have found is that the majority of the time when we inactivate or delete the organization code, the state agency will send a request at a later date to activate the same organization code because they need to modify or delete a transaction. The system will not allow the update until the organization code is activated.

We strongly encourage agencies to keep their organization structure current. However, if a transaction is tied to an organization code included in the delete request, then your agency must leave the organization code on the system or, if deemed proper by your agency, move the transaction to another organization code that is valid in the agency's existing organization structure.

Therefore, effective immediately for pending and future state agency requests to inactivate or delete an organization code, state agencies must send an email to OASAMII COA@oa.mo.gov or a letter/memorandum to the Office of Administration, Division of Accounting, P.O. Box 809, Jefferson City, Missouri 65102 Attn: Chart of Accounts stating that your agency has verified that the organization code listed (you may list multiple codes in the same request) will not need future updates in the SAM II system.

When OA/Accounting receives the above written notification from your agency to delete a current fiscal year organization code, OA/Accounting will inactivate the code in the current fiscal year and delete it in the next fiscal year.

When an organization code is inactivated, an agency can view the code on the SAM II Financial System organization tables, such as ORG2, but the code cannot be used. When an organization code is deleted, it cannot be viewed on the organization tables or used.

If your agency submits a delete request prior to June 1st in a fiscal year asking for an organization code to be deleted from the next fiscal year's organization structure, OA/Accounting will leave the code as active in the current fiscal year and delete the code from the next fiscal year. However, agencies must be sure at the time of their request that the organization code will only be used on transactions that will not need to be updated in the new fiscal year.

If your agency submits a delete request on or after June 1st in a fiscal year for an organization code to be deleted from the next fiscal year's organization structure, OA/Accounting will inactivate the organization code after July 1st in that fiscal year and will delete it from the next fiscal year.

It is your agency's responsibility to ensure the organization codes requested to be deleted are not tied to any transaction that will need to be modified in the SAM II system. If a code is deleted from the system at an agency's request and it is later determined that the organization code must be added back to process a transaction, then the agency must ad-hoc route the needed organization code(s) tables to User Id OK103 with a request to re-add the code(s). The ad hoc request must include any roll up organization code tables as well.

Effective immediately all requests submitted by state agencies to OA/Accounting for the above purpose must follow these procedures.

Also, OA/Accounting will be returning pending agency delete requests submitted to us by state agencies, to the applicable state agency asking for the above procedures to be followed.

Thank you for your assistance. If you have any questions, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator will contact OA/Accounting when assistance is needed.